

## Making Personal Table Settings for transactions

Users may make changes to the layout for screen areas which are presented in a table format. Columns may be moved or hidden to a user's specific needs and saved as their default setting for the transactions which call the specific table. An example would be the Purchase Order transactions ME21N, ME22N, ME23N, and ME29N.

Some transactions have the change layout icon, which enables users to select and align columns with the aid of the ABAP List Viewer. For transactions without the Layout icon, the user will make the settings by manually moving, adjusting column width or closing columns to achieve the desired look. The following steps show how to create user specific settings, save them as a user specific variant and set that variant as the default table layout for the transactions, using the table settings method.

## Making manual table settings in transaction ME21N

The Item Overview screen area is viewed in a table format. The standard or “Basic” settings show the Item number, Account assignment category, Item category, Material number, Short text, PO quantity, Order unit of measure, Delivery date category, Delivery date, Net price, Currency, Per, Order Price unit of measure, Material Group, and more as you scroll to the right within the screen area.

The columns may be resized, moved, or closed to show only the columns the user wishes to view.

[illegible]

To move a column, highlight it by selecting column header in the title bar.

S.	Item	A	I	Material	Short text	PO quantity	O...	C Deliv. date	Net price	Curr...	Per	O...	Matl g
	K							D 01/23/2004		USD			
	K							D 01/23/2004		USD			
	K							D 01/23/2004		USD			
	K							D 01/23/2004		USD			
	K							D 01/23/2004		USD			
	K							D 01/23/2004		USD			
	K							D 01/23/2004		USD			
	K							D 01/23/2004		USD			
	K							D 01/23/2004		USD			
	K							D 01/23/2004		USD			
	K							D 01/23/2004		USD			
	K							D 01/23/2004		USD			
	K							D 01/23/2004		USD			

Press and hold the left mouse button while dragging the column to the desired placement within the table. A small icon will appear showing a column is being moved. Your cursor must stay along the title bar of the table. Once the cursor is in the desired place within the table, release the mouse button and the column will drop into the new location.

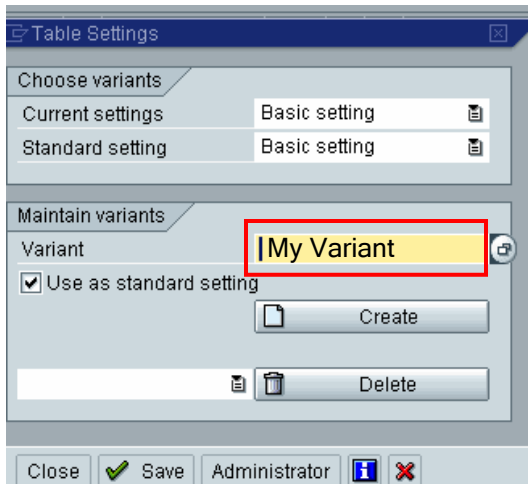
S.	Item	A	I	Material	PO quantity	O...	C Deliv. date	Net price	Curr...	Per	O...	Short text	Matl g
	K						D 01/23/2004		USD				
	K						D 01/23/2004		USD				
	K						D 01/23/2004		USD				
	K						D 01/23/2004		USD				
	K						D 01/23/2004		USD				
	K						D 01/23/2004		USD				
	K						D 01/23/2004		USD				
	K						D 01/23/2004		USD				
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	K						D 01/23/2004		USD				
	K						D 01/23/2004		USD				
	K						D 01/23/2004		USD				
	K						D 01/23/2004		USD				

To resize a column, select the right margin of the column to be resized. With the left mouse button depressed, move the cursor to the left until the desired width is set. Release the mouse button and the column will be resized.

S.	Item	A	I	Material	PO quantity	O...	C Deliv. date	Net price	Curr...	Per	O...	Short text	Matl group	Print
	K						D 01/23/2004		USD					Refer
	K						D 01/23/2004		USD					Refer
	K						D 01/23/2004		USD					Refer

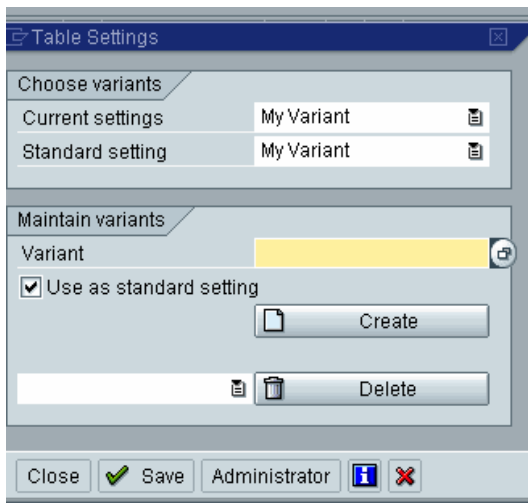
[illegible][illegible][illegible]

The table settings dialog box will be presented.



The 'Table Settings' dialog box is shown. It has two main sections: 'Choose variants' and 'Maintain variants'. In the 'Choose variants' section, both 'Current settings' and 'Standard setting' are set to 'Basic setting'. In the 'Maintain variants' section, the 'Variant' field contains 'My Variant' (highlighted with a red box). The 'Use as standard setting' checkbox is checked. There are 'Create' and 'Delete' buttons. At the bottom, there are 'Close', 'Save', and 'Administrator' buttons, along with some icons.

In the Variant field, name the table display variant just maintained. Leave the Use as standard setting checkbox selected and select the Create dynamic button.



The 'Table Settings' dialog box is shown again. In the 'Choose variants' section, both 'Current settings' and 'Standard setting' are now set to 'My Variant'. In the 'Maintain variants' section, the 'Variant' field is empty. The 'Use as standard setting' checkbox is checked. The 'Create' button is highlighted. At the bottom, there are 'Close', 'Save', and 'Administrator' buttons, along with some icons.

The system will automatically assign the newly created variant as the Current setting and the Standard setting. If this information is correct, <SAVE> the settings.

Each time the user accesses transactions which call this table, the view will be the user-specified layout, until the variant is changed, a new one is created and assigned or the user chooses to return to the Basic settings variant. Available variants may be seen by using the dropdown listing within the settings fields.

If changes to an existing user-defined variant are needed, make the necessary changes, enter the Variant name in the Variant field and select the Create dynamic button. Select 'Yes' to overwrite the existing variant and save the

changes. The Save button on the Table Settings dialog box saves only the settings, not the variant.

To delete any user defined variant, enter the variant name, or select from dropdown, in the field to the left of the Delete dynamic button. Select the button and the variant will be deleted.